



Core Financial Project
Bankcard
Change Discussion Guide

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About This Guide

What is a Change Discussion Guide?

A Change Discussion Guide is a communication tool designed to describe specific process changes that may affect the way you currently perform various roles within your job. The overview of the changes in this guide will provide you with a foundation to better understand the changes that will result from Core Financial.

How Should I Use This Guide?

Use this guide to help understand and communicate the changes Core Financial will bring to your various roles within your job. This guide is NOT training. Training will teach you how to use Bankcard software (CCSi P-Card) to complete tasks. To make training as effective as possible, you should understand how the roles and tasks you currently perform are changing *before* you attend classroom sessions.

The scope of the Core Financial Project includes six functional, or process, areas; Budget Execution, Purchasing, Cost Management, Accounts Payable, Accounts Receivable and Standard General Ledger. This guide was developed to address changes in one of those process areas. The guide provides an overview of the process area, however, you may only perform specific roles or tasks within that process. You should discuss specific impacts to the roles or tasks you currently perform with your supervisor.

Integrated Financial Management Program Overview

The mission of the Integrated Financial Management Program (IFMP) is to improve the financial, physical and human resources management processes throughout the Agency.

IFMP will reengineer NASA's business infrastructure in the context of industry "Best Practices" and implement enabling technology to provide necessary management information to support the Agency's strategic implementation plan.

IFMP will create significant positive change in NASA's business and administrative processes and systems.

As we move into the future, we will be changing:

- Business processes
- Working relationships
- Job content and skill requirements
- Policies and procedures
- Organizational relationships relative to decision making and access to information

The Integrated Financial Management Program includes the following Projects: Travel Management, Position Description Management, Resume Management, Core Financial, Human Resource Management, Integrated Asset Management, Budget Formulation, Procurement Management, eProcurement Prototype.

Integrated Financial Management Program Overview

Core Financial Project Overview

Core Financial Project Mission

The Core Financial Project provides the management and technical leadership for the Agency-wide implementation of standard systems and processes necessary to support the Agency's financial management activities.

Core Financial Project Scope

Budget Execution

Records budget authority and resources available, tracks apportionment and allotments, permits the establishment of spending limits, and collects financial actuals, permitting the comparison of budget to actual data. Records commitments and obligations, including verifying and tracking the availability of funds

Purchasing

Records the accounting impacts associated with obligations from contract awards, purchase orders, grants, and modifications by associating procurement line items with the respective accounting line items

Cost Management

Uses workforce, cost, labor, and other inputs to determine cost information and the allocation of costs

Accounts Payable

Prepares and delivers payments, as well as advanced payment processing for services rendered

Accounts Receivable

Creates, processes, and manages reimbursable and non-reimbursable bills for accounts receivable

Standard General Ledger

Establishes SGL accounts and code, maintains the FCS and SGL, and reports financial information

Core Financial Benefits

Center Management

- Enable a “One NASA” Concept by providing an integrated and consolidated information source to facilitate data-sharing across the Agency
 - Providing consistent, accessible financial data
- Provide accounting and budgeting structure to enable Full Cost Management
- Support business-based, decision making
 - Providing timely financial information so that it can be used in the decision-making process
- Provide financial information backbone to be integrated with project management data for an integrated view of project status
- Provide technical foundation to lead NASA into the world of e-commerce and e-government

Core Financial Benefits

Core Financial Benefits

Resource Management

- Increase time available for meaningful management analysis
 - Reduce need to compile and reconcile data from disparate sources and systems
 - Provide a single point of data entry (elimination of duplication)
 - Provide a real-time, single, consolidated general ledger
 - Reduce research and analysis time by providing drill-down capability to original source documents
- Improve timeliness of acquiring goods and services needed to perform the mission of the Agency
 - Provide fully-automated purchase request creation, routing and approval
 - Provide a simplified bankcard process

Core Financial Benefits

Financial Management

- Resources used more effectively and efficiently
 - Automatic calculation of interest
 - Automatic aging of accounts receivable
 - Better handling of installment payments from customers
 - Automatic preparation of IRS 1099s for debt cancellations
 - Automated trial balances, FACTS I and II
 - Elimination of PAC and Hilite Reports
 - Elimination of FACS generation and transmission to NASA HQ
- Provide easier distribution of carrier account transactions
- Shared information across functions (e.g., accounting and procurement)

Core Financial Benefits

SAP

SAP—An Integrated System

- SAP modules are highly integrated
- Centralized database
- Business events recorded only once in system
- Creates consistency among records and modules
- Maximizes data integrity
- Real-time funds availability checking prevents anti-deficiency

SAP—An Agency-wide System

- Configured as an Agency solution
- Centralized financial management system
- One legal entity and one chart of accounts
- Managed centrally through a Competency Center
- Accessible to all Centers
- One coordinated closing process for periods

Bankcard Software

- Bankcard software selected for Core Financial implementation is from Credit Card Solutions, Inc. (CCSi) located in Richland, WA.
- Bankcard software was developed in 1995 and has been successfully implemented in numerous large businesses as well as state and local governments: University of Illinois, State of Alaska, Newport News Shipbuilding, CALTEX (a Chevron/Texaco joint venture) and Federal Reserve Bank of Minneapolis.
Jet Propulsion Laboratory (JPL) has been a successful user of this software since 1997.
- Bankcard software provides the functionality for an automated end-to-end bankcard process. Provides the capability for bankcard holders to:
 - Record purchase card purchases.
 - Record receipt of goods or services for those purchases.
 - Reconcile and approve the purchase card statements all on line within a single software application.

Bankcard Software

Client Server Version of Bankcard Software

- The Bankcard software comes in two versions: client server and web-based.
- Purchase card program coordinators, auditors, Finance personnel, Receiving personnel and system administrators will use the client server version.
- Purchase card program coordinators will use the software for a number of activities which include:
 - Downloading transaction files from the bank
 - Submitting reconciled and approved purchase card statements to the Finance office via an interface
 - Maintaining cardholder profile information
 - Suspending cardholder software privileges
 - Running a variety of reports from the information contained within the Bankcard software
- The Bankcard Auditor will be able to execute the reports necessary to audit the purchase card program within defined parameters.
- Receiving personnel will be able to record the receipt of goods that are delivered at a central receiving location and system administrators will, at a minimum, be able to insure that software security is maintained.

Web-based Version of Bankcard Software

- The Bankcard software comes in two versions: client server and web-based.
All Bankcard Holders will use the web-based version to:
 - Create a record of purchase
 - Record receipt of goods and services delivered via desktop delivery
 - Reconcile bankcard transactions
- The Bankcard Holder will record information for each line item purchased. This information includes:
 - A line item description
 - Quantity
 - Unit of measure
 - Unit price
 - One or more accounting codes for each line item recorded
- An interface with SAP will record the commitment of funds at the time the record of purchase is created.
- The bankcard transaction data will be received electronically from Bank of America.
- The Bankcard Holder will receive a download of their transactions monthly for reconciliation.
- Upon completion of the reconciliation, the purchase cardholder will indicate that the reconciliation has been completed within the system and automatically forward the reconciled transactions to the appropriate Approving Official for final approval.
- Bankcard Approving Officials will use the web-based version of the software to electronically approve reconciled bankcard transactions.
- A second interface with SAP will record the obligation and cost and create an invoice for payment after all transactions are reconciled.

Web-based Version of Bankcard Software

Purchasing Overview

What is Purchasing under Core Financial?

Process Purchases

- Plan Acquisition
- Initiate Purchase Request
- Perform Pre-Solicitation Activities
- Solicit Offers
- Evaluate Offers (price only)
- Award Contract (e.g., purchase orders, contracts, grants, cooperative agreements)
- Issue Tasks (e.g., delivery/task orders)
- Monitor Performance
- Modify Contract (modifications)
- Accept Deliverables
- Review Invoice
- Closeout Contract
- Maintain Material Master Data
- Maintain Templates
- Perform Novation Activities

Bankcard Purchases Change Impacts

Bankcard Purchases Change Impacts

- Electronic creation of “record of purchase” with interface to SAP for funds commitment
- Electronic recording of goods receipt
- Electronic receipt of bankcard transaction data from Bank of America
- Electronic reconciliation of bankcard transactions by cardholder
- Electronic approvals of reconciled bankcard transactions
- Interface to SAP for recording the obligation and cost and creating the Invoice
- Online access to all bankcard purchases for reporting and auditing by Bankcard Coordinators
- Implementing “pay and chase” policy for disputed transactions

Bankcard Purchases Change Impacts

Core Financial Role Mapping

A “Role” is:

- A component of a job.
- Any given job can be composed of one or more roles.

Core Financial to-be roles were defined for the Agency.

The Core Financial project team developed an initial list of end-users mapped to these to-be roles.

Managers and Team Leads were briefed on the role mapping process. They were asked to:

- Review the list of to-be roles.
- Think about which roles would be linked to which of their employee(s).
- Review the end-user/role map initial list and make additions/deletions/corrections as necessary.

Managers and Team Leads re-visited the list of end-users mapped to the to-be roles on a periodic basis until the list was finalized.

(NOTE—Position Descriptions will not be changed as a part of the Core Financial project.)

Bankcard Roles

BANKCARD APPROVING OFFICIAL

Description: The Bankcard Approving Official reviews the reconciled bankcard transactions of Bankcard Holders for accuracy and appropriateness and then approves or disapproves the transactions.

BANKCARD AUDITOR

Description: The Bankcard Auditor generates reports for auditing purchases and performs audit functions as requested by the Bankcard Coordinator. Audit functions include review of bankcard purchases for adherence to agency and center bankcard program policies and regulations.

BANKCARD COORDINATOR

Description: The Bankcard Coordinator sets up and maintains accounts for Cardholders and Bankcard Approving Officials and can act as a Cardholder when necessary. The Bankcard Coordinator is responsible for reviewing the bankcard system for unreconciled bankcard statements, tracks unreconciled bankcard statements and prompts bankcard holders to reconcile outstanding bankcard statements. The Bankcard Coordinator forwards reconciled transactions to Accounts Payable. The Bankcard Coordinator downloads transaction files sent by the bank monthly or as necessary to bankcard holders for reconciliation.

Bankcard Roles

Bankcard Roles

BANKCARD HOLDER

Description: The Bankcard Holder is authorized to make purchases through the use of the Government issued bankcards. The Bankcard Holder is responsible for verifying availability of funds, making and recording the purchase, and reconciling the bankcard transaction information received from the bank. When desktop delivery is used, the Bankcard Holder is responsible for receiving, accepting and rejecting deliverables. [Note: This role can only be assigned to a government employee. The majority of the Bankcard Holders are outside of the procurement office.]

Frequently Asked Questions

Should open Bankcard purchase requisitions be converted? There is concern that a “double-dip” could occur where open PR is converted to SAP, and postings are made both in SAP and bankcard.

One point of clarification is that this relates to “bulk funded” or outside Procurement Cardholder PRs (i.e., those PRs set up strictly for bankcard purchases.) PRs that are inside the Procurement Office that may end up as bankcard purchases aren’t included in this statement. Open Bankcard PRs will not be converted to avoid the double-dipping.

When Bankcard holder maintains record of purchase and the FCS and commitment is validated how does the bank holder know if there is a failure?

At the point the bankcard holder saves the record of purchase the validity of the accounting information entered is verified. If the accounting information cannot be validated through the interface with SAP an error message is returned to bankcard holder (real time) indicating any errors that may prevent a successful save of the record. The bankcard holder is prompted to return to the record of purchase window and modify the record to include valid information. Once the record has been modified the bankcard holder again attempts to save the record of purchase and the entire cycle is repeated until the record of purchase is successfully saved or is exited without saving.

If a user makes a purchase on the Bankcard and then tries to enter it into the system and it is rejected for funding, what is the process the user should follow?

The user would have to go talk with the resources people and find out what money they ought to be using. If they can’t find money, then yes, they would be expected to reverse the credit card order. They would have to request the funds sometime in that timeframe. Yes, the Agency Design solution expects that a Bankcard holder will check for availability of funds on SAP prior to making a purchase using the card.

Frequently Asked Questions

Key Terms

Category

Product classification used to group items purchased. Used for reporting and searching. Category list is maintained by the Program Administrator.

Charge Code

Code used for account allocation into the Accounting System. Each line item must have a valid Charge Code.

Extract Accounting Data

The function of building a list of approved transactions from the P-Card Solution and creating a file to be imported into the Accounting System.

Load Bank Transactions

The process of importing the bank transactions into the P-Card Solution.

Match Orders

A function of the Reconciliation Summary window. Selecting Match Orders will load order data into matching transactions based on the criteria specified in the Preferences options.

Order Log

Online record of charges maintained by the cardholder for tracking of information and matching to transactions. Each new order generates a unique log number.

Reconciled

A transaction that has been reviewed and is in one of the following statuses: "Reconciled," "Done," "Approved," or "Costed."

Transaction

The actual charges imported into the database from the bank load.

Core Financial Training

The four major components of the Core Financial training include: **RWD SAP 4.6, Instructor-led Training (ILT), Web-based Training (WBT), and Online Quick Reference (OLQR).**

RWD SAP 4.6

This course is web-based. You are required to take the RWD SAP 4.6 course prior to any other web-based or instructor-led training you have been scheduled to attend. It is designed to give you a basic understanding of SAP 4.6 prior to your role-based training.

Only those employees who have taken the RWD SAP 4.6 will be allowed to attend the role-based training courses.

[NOTE: In order to perform your role(s) proficiently, it is imperative that you attend all role-based training courses for which you are scheduled.]

The following highlights some aspects of the RWD SAP 4.6 training course:

- Provides an overview of the SAP system using generic examples and data
- Provides end-users with a foundation to use SAP 4.6 in their roles
- Contains modules on SAP Navigation, SAP Reporting, and additional SAP features (SAP Help, Using Matchcodes, and Using T-Codes)

Instructor-led Training (ILT)

There are 32 instructor-led training courses. These courses vary in length from two to eight hours. The to-be roles you will be performing in SAP determine the courses you will be scheduled to attend. Instructor-led training is:

- Led by business/functional experts
- Places emphasis on interactive discussions, hands-on practice, and exercises
- Enables instructors to use the training database, the OLQR, and their own experience
- Employs presentation tools and exercise packets that are distributed to participants

Core Financial Training

Core Financial Training

Web-based Training (WBT)

The Core Financial Web-Based Training (WBT) course will focus on procedures that describe the process end-users will need to use to complete tasks related to specific roles. These courses are designed with multiple modules that will afford you an opportunity to: direct your own learning; determine the right level of detail; and assess the success of instruction. You will be able to access WBT on the NASA Intranet, at your workstation, during the two months prior to “go live”. Web-based training:

- Provides a high-level overview of the Core Financial processes
- Focuses on procedures that describe how to complete tasks related to specific roles
- Focuses on a specific process or system (e.g., bankcard), and offers information you will need to understand the financial and accounting system in SAP.

SAP Mission Control – Online Quick Reference (OLQR)

The Core Financial SAP Mission Control (OLQR) tool is designed to provide you with procedures, job aids, and other necessary Help content via the Internet. The Help content is role-related, focusing on tasks you will perform within your roles and providing needed assistance to effectively use SAP to execute those tasks. This tool:

- Supports you on the job at your point-of-need
- Includes step-by-step Core Financial transaction requirements, definitions, and process descriptions
- Includes flows for specific business processes

Training Invitations

You will receive your training invitations by e-mail. The invitation includes information on the training courses you are expected to attend and instructions on how to sign up for your courses.

Bankcard Curriculum

Course Name—NASA Core Financial on the Web

Description: In the Web-based Training (WBT) course, end-users will be provided with an overview of NASA Core Financial business areas and detailed business process information related to specific roles within Core Financial functions. There will be one WBT training course that covers all functional areas, composed of 17 modules. Provided, below, are descriptions of the WBT modules that end-users in Purchasing will be required to complete prior to implementation.

WBT Module: Bankcard Reports

Description: In this module, end-users will learn how to generate reports for auditing purchases and perform audit functions (review of bankcard purchases for adherence to agency and center bankcard program policies and regulations). (Roles: Bankcard Auditor, Bankcard Coordinator)

WBT Module: Bankcard Coordinator Processing

Description: In this module, end-users will learn how to set up and maintain accounts for Cardholders and Bankcard Approving Officials. End-users will be taught the process for reviewing the bankcard system for unreconciled bankcard statements; tracking unreconciled bankcard statements and prompting bankcard holders to reconcile outstanding bankcard statements. End-users will learn how to download transaction files sent by the bank to bankcard holders for reconciliation. Additionally, this course will teach end-users how to import transaction data and generate reports. (Role: Bankcard Coordinator)

Bankcard Curriculum

WBT Module: Bankcard Purchases and Desktop Receiving

Description: In this module, end-users will learn how to: verify availability of funds; make and record purchases; display the purchase record; record a goods receipt; and verify that goods were received. End-users will learn the desktop delivery procedures for receiving, accepting, and rejecting deliverables. Additionally, end-users will learn about which reports are associated with bankcard purchases and desktop receiving. (Roles: Bankcard Approving Official, Bankcard Holder)

Core Financial Contacts

Who Should I Go To If I Have Questions?

Your supervisor should be the first person you turn to with questions concerning changes in your job. If your supervisor cannot address your question, they will follow up with your Change Agent to address the question.

HQ Change Agents:

Codes/Areas Covering	Name	Code	Phone	Email
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M - Funds processing and PRs	Vickie Walton	MAA	(202) 358-1016	vwalton@hq.nasa.gov
M - General	Gary Gaukler	MAA	(202) 358-1013	ggaukler@hq.nasa.gov
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Core Financial Contacts

Core Financial Contacts

HQ Change Agents, continued:

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For copies of other guides referenced in this guide, please contact your supervisor or Change Agent.